

POLY Operations Manual

Summary

This document provides guidelines to aid Board Members in carrying out their responsibilities in the operations of the Division of Polymer Chemistry, Incorporated. Each Board member should be familiar with the entire contents of this manual. If there are significant changes required in certain sections, please revise it and submit the revision to the Chair and Secretary for approval by the Executive Committee and subsequent inclusion.

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Chair

The chair of the Division of Polymer Chemistry of the American Chemical Society assumes the position of chair the year after having served the Division in the position of chair-Elect. The succeeding calendar year, he/she serves on the Executive Committee of the Division as past chair.

The duties of the chair are to:

1. Provide leadership and guidance to the Division.
2. Represent the Division officially as necessary and maintain liaison with other Divisions of the ACS and other groups as appropriate.
3. Implement and maintain the organization and structure of the Division.
4. Carry out the policies of the Division.
5. Appoint members to chair various Committees, established to advise and maintain proper operation of the Division. All appointments should be made early enough so that the appointees can assume office on January 1. The following is a list of recommended chair appointments, which may be, altered to best serve the needs of the Division:
 - Awards
 - Biennial Symposium
 - Bylaws
 - Circulation Manager
 - Councilor Committee
 - POLYED
 - Councilor Committee
 - Historical Committee
 - Industrial Liaisons
 - Industrial Sponsors
 - Intersocietal Polymer Education
 - International Intersociety/Interdivisional Representatives
 - Long-Range Planning
 - Membership (inc. student)
 - Membership Booth
 - Nomenclature
 - Planning
 - Polymer Preprints Editor
 - Program Council
 - National Meeting Program
 - Publications
 - Publicity and Public Relations
 - Secretariat Representatives
 - Workshops

The chair is also required to appoint a Nominating Committee chair, and usually in consultation with appointee, at least two other members of the committee.

The chair should consider the following guidelines in making appointments:

- a. Provide job descriptions to each new appointee (via the Secretary if desired).
 - b. Consider appointing Vice-Chairs or co-chairs of selective Committees, where possible, to encourage sharing of the work and to provide back-up and better continuity of leadership for key Committees.
 - c. As a guide, no person should ever be asked to serve on the same Committee, as Chair, for "five" consecutive years.
 - d. The chair of the Division should appoint a new Chair to a Committee if that person has missed three consecutive Board Meetings.
 - e. Since the chair of the Division is ultimately responsible for all malfunctions of the Division, per Item 1, proper exercise of the power of appointment will help the chair achieve and/or maintain efficiency and a healthy state for all Division activities.
6. Insure that long range planning is maintained in the Division.
 7. Preside over the spring and fall meetings of the Executive Committee and Board, and the annual business meeting of the Division.
 8. Make decisions for the Division as the need arises. Policy decisions and those involving the Division's funds should be made in consultation with the Executive Committee. The latitude of the judgement of the chair, but should never exceed Bylaw authority.

Chair-Elect

The Chair-Elect of the Division of Polymer Chemistry automatically succeeds to his position, according to the Bylaws of the Division, from the position of Vice-Chair. After a term of one year, the chair-Elect succeeds to the full chairship.

In the absence of the chair of the Division, the chair-Elect presides at the scheduled Board, Executive Committee and Annual Business Meetings of the Division. Otherwise, the chair-Elect reports to the chair in a manner parallel to the Vice-chair.

While the responsibilities of the Vice-chair deal principally with the internal operation of the Division of Polymer Chemistry, Inc., the responsibilities of the chair-Elect deal principally with those affairs in which the Division interacts in external relationships. In particular, the chair-Elect may have the responsibility of overseeing:

- Liaison with the Division Officers Caucus
- Liaison with the Division Activities Committee
- Operations of the Intersociety Affairs Committee
- Liaison with the Science Commission
- Liaison with the Macromolecular Secretariat

The chair-Elect may also be designated by the chair to represent the Division in other interdivisional and intersociety affairs.

The chair-Elect, with the Treasurer, is responsible for the required annual audit of the Treasury.

The chair-Elect is chair of the Division Planning Committee. The Division Planning Committee undertakes assignments which from time to time are required and defined by the chair of the Division, including reviewing current activities, making recommendations for new activities and recommending all long-range plans for the Division.

Vice-Chair

The Vice-chair of the Division of Polymer Chemistry of the American Chemical Society is elected by the voting membership of the Division and serves as Vice-chair for one calendar year. The succeeding calendar year, he serves as chair-Elect, the year thereafter serves as Division chair and then, the next year, is a member of the Executive Committee of the Division as Past-chair.

As Vice-Chair of the Division, duties may include:

1. To support the chair and Executive Committee of the Division in such areas as may be delegated or designated.
2. To provide general support of all chairpersons on the Board as needed or requested.
3. Specific duties of the Vice-chair are:
 - To maintain contact with and act as liaison between the Board of the Division and the following Committees: the Program Committee, the Topical Workshops Committee, and the Arrangements Committee.
 - To oversee for the Board the Biennial Symposium and to help in coordination of arrangements for this affair.
 - To be a member and Vice-Chair of the Planning Committee; to aid the Division chair-Elect in organizing and carrying out the planning function for the Division and to be ready to assume his role as Chair of the Planning Committee in the following year.
 - To become generally familiar with operations of the Division, so that he can assume the functions of Chair-Elect and chair in succeeding years.
 - The Vice-Chair oversees the Program Council and chairs a meeting of the Program Council at each National ACS Meeting. The purpose of the Program Council is to coordinate divisional programming activities.

Immediate Past-Chair

The Immediate Past-chair (often referred to simply as Past Chair) of the Division of Polymer Chemistry of the American Chemical Society serves on the Executive Committee of the Division and is responsible for coordinating the activities of the Committees which are assigned to him by the Chair and to represent the Division when and where the Chair finds it desirable.

As Past-Chair of the Division, the duties generally include:

1. To give advice to the Chair and to the Executive Committee based on his past experience as Chair of the Division.
2. To assist the Chair of the Division and to represent the Chair when delegated or designated.
3. To participate as a member of the Planning Committee.
4. To oversee the Bylaws Committee.
5. To update the Operations Manual.
6. Upon the Chair's designation, to head the Long-Range Planning Committee.

Secretary

The secretary is elected by the voting membership of the Division and serves for three calendar years.

The duties of the Secretary are as follows:

- a. National ACS Meetings
 - *Committee Meetings*: Arrange and schedule with ACS all Division committee meetings, after consultation with Division Chair and committees chairs, about 3-4 months before each National Meeting.
 - *Arrangements*: Working with Arrangements committee, ensure that all arrangements for social events, such as receptions and dinners, are made and appropriate forms submitted to ACS for publicity, tickets, or room requests.
 - *Meeting Schedule*: Assemble schedule of committee meetings, social events and other meetings of interest to Board Members. Notify all chairs of Meeting Schedule.
 - *Minutes*: Take minutes at Executive Board, Executive Committee, and Annual Business Meetings, or insure they are taken by an Assistant Secretary or other Board Member. Distribute minutes after the meeting.
 - *Reports*: Report on the Secretary's activities at the above meetings. Request advance copies of Committee Reports for Newsletter
 - *ACS Contact*: Be liaison with ACS Divisional and Regional Activities Office.
 - *Councilors*: Certify alternate councilors, when needed, for Council meeting attendance and voting.
- b. Publications and Printing:
 - *Bulk Mailing Permit*: Ensure bulk mailing permit has been obtained at a convenient post office to the printer used by the Business Office.
 - *Newsletter*: Working through the Business Office, edit and publish Polymer Newsletter twice a year, following each National ACS meeting
 - Obtain information (committee reports, Division news, news about members, meetings of interest, Chair's message, Division and national election information)
 - Oversee preparation of manuscript for printer
 - Ensure arrangement for mailing labels with ACS

- Working with Advertising Committee and Business Office, solicit worthy advertising
 - Make or approve format changes when necessary
 - Ensure arrangement for mailing to foreign and domestic subscribers.
 - *Other Bulk Mailing*: Arrange for printing of other items to be mailed by bulk rate after approval by the Chair and Treasurer, generally through Business Office.
 - *Printing*: Arrange for printing of other items after approval by the Chair and Treasurer.
 - *Elections*: Obtain election information and oversee printing of balloting information and ballots for Bulk Domestic and First Class foreign mailing.
 - *Stationery*: Ensure printing of Division stationery (generally through Business Office), maintain a stock as needed, and ensure distribution to all chairs and Officers as needed.
 - *Operations Manual*: Print Division Operations Manual, as needed, due to decrease of supply and/or revision, generally through Business Office.
 - *Polymer Preprints*: Send copyright forms, fees and two issues of each Polymer Preprints issue to the U.S. Copyright Office for validation of copyright.
- c. Elections:
- *Ballots*: Ensure election information, ballots, and results are disseminated to the Division members.
 - *Counting*: Supervise ballot counting, according to bylaws.
 - *Notification*: Ensure notification of election results to all candidates, followed by notification of present Executive Committee and then Division membership. Request approval of election results at Executive Committee meeting, if possible or by email vote before December 1.
 - *Official Notification to ACS*: Certify councilors and submit forms to ACS of election results by December 1.
- d. Official Reports:
- *Annual Report*: Write and submit Annual Business Report to ACS before March 15.
 - *Nonprofit Report*: File annual report for nonprofit corporation in District of Columbia.
 - *Activities*: Report on Secretary's and related committees activities during Executive Board, Executive Committee, and Annual Business Meetings.
 - Write and distribute minutes from appropriate meetings.
- e. Division Committees:
- *Committee Oversight*: Maintain liaison and help direct the Education (POLYED and IPEC), Nomenclature, Historical, Public Relations, and Arrangements Committees.
 - *Assist Chairs*: Supply all chairs with organization information, meeting minutes, stationery, answers to questions.
 - *Reports*: Obtain Committee reports for the Newsletter, minutes, Annual Report, and Division files.

- *Communications*: Act as center of communication link (send copies of letters to others who are not copied originally).
 - *Operations Manual*: Ensure new chairs are supplied with Operations Manuals.
- f. Division Officers:
- *Communications*: Maintain frequent contact with other officers on daily problems and help coordinate Division activities.
 - *Bills*: Arrange with Treasurer for payment of bills incurred by secretarial activities (mailing permit, annual fees, Newsletter, etc.).
 - *Payments*: Submit any funds received to the Treasurer or Business Office.
- g. Business Office:
- *Communications*: Maintain frequent contact and help with coordination of activities.
 - *Assistance*: Delegate appropriate work to Business Office Manager, such as such as excessive typing or correspondence.
 - *Records*: Send records to Business Office Manager for Division central records.
- h. Division Membership and Other Parties:
- Answer questions and correspondence directed to Secretary or send to appropriate person for handling.
 - Send information to prospective new members as requested or send to Membership Committee chair.
- i. Other Polymer Groups:
- Communicate with Secretaries of other polymer groups to plan and implement working arrangements between the Polymer Division and each group(s).
- j. Planning:
- Propose new committees and implement, if feasible.
 - Propose new activities and implement, if feasible.
 - Review general organization for improvements.
 - Propose committee chairs and members to Division Chair.

Treasurer

The Treasurer is elected by the voting membership of the Division and may serve a maximum of two three-year terms. The duties of this office are as follows:

- a. Handles all the financial affairs of the division
- *Dues*: ACS collects the dues renewals. We receive the collected dues twice a year - in the first and third quarter.
 - *Subscriptions*: The subscriptions manager handles all details in connection with library subscriptions; periodically sends the income to the treasurer and is reimbursed in turn for expenses.

- Grants and Awards: Maintains accounts for each National meeting symposium including contributions and grants. Acknowledges contributions in accordance with IRS rules. Disburses funds at the direction of the symposium organizers. Assists symposia and Workshop chairs in preparing grant proposals, including PRF, Corporate Associates, NSF, ONR, and AFOSR, as needed. Supply requires information to Grantor to facilitate collection of funds awarded.
 - Membership Lists: Qualified organizations such as parts of the ACS or nonprofit organizations which wish to contact our members with items of possible interest to them may request a Divisional membership list under terms approved by the Executive Committee. The Treasurer's office requests list from ACS (one month waiting period) sends it to the requesting organization and collects the fees charged to organizations.
 - Disbursements: Treasurer pays all bills including:
 - Two Preprint bills
 - Two Newsletter bills
 - Officers or Committee Chairs may request cash advances or reimbursements as approved by the Executive committee. Funds are charged to the appropriate division budget accounts
 - Treasurer pays normal bills incurred to his/her operation. In the event of reimbursement of expenses, oversight by the Chair is required
- b. Membership List:
- The upkeep of the membership list, address changes, is the responsibility of the Treasurer in cooperation with ACS headquarters. The Office corresponds with individual members should problems in connection with membership arise.
- c. Income tax statement and auditing:
- The Treasurer reports the financial situation of the Division to National ACS and Internal Revenue annually. He/She also, in cooperation with the Chair-Elect makes arrangements to have the books audited annually according to the Bylaws.
 - The Treasurer submits a report of the financial situation of the Division twice a year for the Executive Committee and for the Newsletter. The Treasurer also gives a report at the annual business meeting.
- d. Assistance to the secretary:
- Treasurer assists the Secretary on specific problems where needed.
- e. Business office:
- The operation of the Business Office of the Division is the responsibility of the Treasurer. The Business Manager shall give support to the Treasurer.

Councilor

Councilors are normally elected and certified for a three year term according to National ACS and Division Bylaws.

- a. Council Activities:
 1. A Councilor will serve the ACS in the manner described in the ACS Bylaws.
 2. A Councilor should endeavor to take an active role, serving on an appropriate Council Committee or Committees.
 3. A Councilor should attend all Council meetings. If he cannot, he should report this to the chair of the Councilor Committee who will arrange to have one of the Alternate Councilors attend the Council meeting on his behalf by contacting the Division Secretary.
 4. At the Council or Council Committee meetings, the Councilor should express views, when appropriate, that reflect the interests of the Polymer Division, particularly if these views have been formulated by the Executive Committee, Committee of Councilors of the Division of Polymer Chemistry or the Division of Polymer Chemistry or the Division Councilors' Caucus.

- b. Division Activities:
 1. As a member of the Executive Committee, the Councilor should be responsive to the chair of the Division by giving comments and advice, and casting his vote in decisional matters.
 2. The Councilor should report back to the Executive Committee or Board on Council activities that relate to Division interests which occur in Council, Council Committees or at the Division Officers' and Councilors' Caucus.
 3. Participate in the Division Councilor Committee (see Councilor Committee job description).
 4. When appropriate, file appropriate travel fund requests and trip reports (see form below). SAMPLE Councilor Travel Expense Polymer Division Name of Councilor 1. Do you plan to attend: YES NO (a) Spring ACS meeting (b) Fall ACS meeting 2. Do you intend to seek travel assistance from the division for: YES NO (a) Spring ACS meeting (b) Fall ACS meeting Signature of Councilor Date PLEASE RETURN TO CHAIRPERSON, COUNCILOR COMMITTEE BY JANUARY 15th. A copy should also go to Division Treasurer.

Alternate Councilor

Alternate Councilors are normally elected and certified for a three-year term according to National ACS and Division Bylaws. Alternate Councilors should fulfill the following roles:

1. Replace a Councilor and carry out the normal duties of a Councilor (see above when requested by the chair e.g., attend council meeting when a Councilor cannot attend and when properly certified of this substitution as required by the National ACS).
2. Become informed on National and Divisional issues in the ACS so as to be able to competently replace a Councilor.
3. Participate in the Division Councilor Committee (see job description).

4. Carry out specific assignments requested by the Division chair, the chair of the Councilor Committee, or other officers or Committee chairs such as session chair at ACS or other meetings.
5. Be a non-voting member of the Executive Committee.

Member-at-Large

The Member-at-Large is the "Elected Member of the Executive Committee", as described in the Bylaws. Duties for this office, during a three-year term, will vary but generally include the following:

- Attend and participate, where possible, all Executive Committee and Board meetings.
- Provide input to Executive Committee and Board on membership needs and concerns.
- Serve as a voting member of the Membership Committee.
- Coordinate Membership Committee and membership affair functions.
- Assume various other duties as directed from time-to-time by Division chair and/or Executive Committee.
- Keep Secretary well informed on possible news items for Newsletter on membership activities.
- Function as the principal communication link between the membership and the Board and the Executive Committee. Identify problems or opportunities pertaining to the membership. Seek out "new blood" and recommend them to various Chairs for possible appointment.
- To actively maintain a webpage for communication of important Member-at-Large activities with the membership. Work with website manager to ensure good electronic communications with the membership.

Arrangements Chair

The Arrangements chair maintains liaison with the Vice-chair of the Division, the General chair and Program chair of the Biennial Symposium, Publicity chair, Secretary and Treasurer of the Polymer Division regarding the planning and execution of Polymer Division Biennial Symposia. (See Biennial Program Job Description.) He also serves as the primary liaison with the Committee of Divisional Activities of the American Chemical Society regarding the planning and execution of such symposia. This position may include our arrangements for special activities as designated by the chair.

Assistant Treasurers

With the concurrence of the Executive Committee the Treasurer may appoint Assistant Treasurers to handle specific portions of this position. The duties may include the following:

- a. Assistant Treasurer-Investments
Oversee the investment of the Division's reserve funds. This includes maintaining records of the investment growth and the income realized. Recommending changes in the investments to the Financial Advisory Committee. When approved, carrying out the changes in the investment package. Reports investment performance quarterly to the Treasurer. As required, provide funds from reserves for present financial needs.
- b. Assistant Treasurer-International
Oversees the funds allocated for international meetings and symposia. This includes paying costs incurred in maintaining relationships with other overseas groups, planning and carrying out meetings and symposia, of an international nature and collecting the monies generated by these events. Prepares quarterly reports for the Treasurer.
- c. Assistant Treasurer-Workshops
Oversees all financial aspects of the Workshop/Symposium program. Is a member of the workshop committee and assists in site selection. In cooperation with the workshop organizers develops the workshop budget, sets the fees for attendees and a financial support schedule for invited speakers. Approves all expenditures for the workshop and reports the financial results to the Treasurer and Executive Committee.

Awards Committee

The Awards Chair is appointed by the Division Chair with the approval of the Executive Committee. This appointment is normally made for two calendar years.

The major responsibility of the Awards Chair is to select a nominee for each of the four awards - The Herman F. Mark Polymer Chemistry Award, The Carl S. Marvel Creative Polymer Chemistry Award, The Paul J. Flory Polymer Education Award, and The Industrial Sponsor's Award. The Herman F. Mark Polymer Chemistry Award and The Industrial Sponsor's Award are presented at the Fall meeting of the Polymer Division in odd numbered years and even numbered years, respectively. The Carl S. Marvel Creative Polymer Chemistry Award and The Paul J. Flory Polymer Education Award are presented at the Spring meeting of the Polymer Division in odd-numbered and even numbered years, respectively. The Awards chair will carry out these objectives in the following way:

For each award recruit a pool of a minimum of six outstanding polymer scientists who will remain anonymous and serve as evaluators. The membership should be balanced as best as possible between organic vs. physical chemists, academic vs. industrial chemists, as well as on a geographical basis. Approximately one-third of the members should be replaced each year with new members. Members associated with the nomination or seconding of any of the nominees should reclude themselves from the selection committee. For the Industrial Sponsors Award, evaluation will be by a panel selected from a slate of senior industrial polymer scientists, to be submitted by the Industrial Sponsors Steering Committee.

Nominations for the awards should be solicited through the Polymer Division Newsletter, Polymer Preprints of the Polymer Division, Chemical & Engineering News, Journal of Polymer Science-Polymer Letters Edition and other technical and trade journals. The Awards Chair should work closely with Chair of Public Relations to maximize efforts for solicitations of the nominations. The Chair, Chair- Elect, Vice-Chair and Past-Chair of the Division should be kept informed of the activities for soliciting nominations. For The Carl S. Marvel Creative Polymer Chemistry Award and The Paul J. Flory Education award, a deadline of July 1 of the year preceding the year of award presentation will allow announcement of the selected candidate for a given award at the Fall meeting of the Board and Executive Committee of the Polymer Division and presentation of awards at the next Spring national meeting. The dead line for The Herman F. Mark Award and for The Industrial Polymer Scientist Award is November 1, which allows for an announcement at the Spring Meeting. Such an early announcement of award winner would provide sufficient time to Program Chairs of the Division to arrange a symposium honoring the award winner.

The Awards Chair should also contact appropriate scientists for suggestions for nominees for a given award.

Have the Committee make a selection of the candidate for each award. In selecting the award winner, the Awards Chair should use an acceptable weighting technique to average the opinions of the selection committee. The Chair is to be a non-voting member of the Committee for awards administered by the Chair. However, on the final ballot, the Chair shall cast the deciding ballot in the event of a tie which may result when a juror does not return the vote within a reasonable time or cannot be contacted. In such a case, "the Chair may assume that the juror's order of preference of nominees will be the same as indicated in previous ballot, if such preferences have been expressed". For all awards, all details of balloting are to be held confidential.

Notify the Chair of the Division as to the selection by the Awards Committee as soon as possible, prior to the announcement at the Board and Executive meetings. The Executive Committee should formally approve the Awardees and the Chair of the Division notify the Awardee of the award.

Arrange for purchase of Award Plaques using the format used previously.

Assist the Chair of the Division in the presentation of the Award Plaque to the selected nominee and Award Certificate (or plaque) to the Past Chair.

With the approval of, or in cooperation with the Chair of the Division, seek financial support for an award if the current sponsor drops out.

Keep Award Sponsor company's liaison person informed as needed. The Awards Chair may be requested by the Division Chair and/or Executive Committee to investigate and/or carry out other special Awards projects.

Biennial Symposium Chair

The Polymer Division Biennial Symposium occurs every even year. The Chair for a specific

symposium is appointed by the Division Chair with the approval of the Executive Committee. Their duties are usually as follows:

- Plans program in consultation with the Chair, Board, and Biennial Arrangements Chair.
- Develops budget with Arrangements Chair and Treasurer.
- Invites speakers based on consideration of items 1 and 2.
- Informs speakers as to dates for submission of talk titles, abstracts, and full manuscripts for printing (if a symposium proceedings are to be published).
- Selects session chairs.
- Incorporate Polymer Division Award lecture into program in cooperation with the Division Chair and Awards Committee Chair.
- Serves as editor for the Symposium Publication (if a symposium proceedings are to be published).
- Serves as a consultant for the next Biennial Symposium Chair. May, if desired, appoint a Program Chair to aid in the Program selection and development.

Business Office

The Business Office of the Division of Polymer Chemistry reports directly to the Treasurer and the Treasurer coordinates all duties. The Executive Committee appoints the Business Office Manager for an indefinite period according to the needs of the Division.

The responsibilities of the Business Office include the following but may vary according to the activities of the Division at any given time. Interaction with the Treasurer, Chair, Secretary, Program Chair and other committee Chairs/Co-Chairs to afford the effective operation of the Division:

Treasurer: Continuous interaction regarding all aspects of the Business Office operations. Monthly accounting of Business Office Expenditures. Accounting of all Meetings/ Workshops handled by Business Office.

Manage Business Office: Manage Business Office of the Division. Compose correspondence and announcements, disperse information on the Division, maintain archives, maintain Preprint library, take notes at meetings and order labels for large bulk mailings. Greet visitors and answer phone calls providing general assistance and information. Assist with membership drives, address membership problems, process new member applications and maintain membership records. Create and maintain general files. Maintain appropriate office supplies, All work must be well organized, accurate and composed within deadlines. Supervise staff as appropriate. Maintain good working relationship with members and staff.

Workshops Conferences and Meetings: Interact with Program Chair/Topical Workshop Chair/ Publicity Chair/Treasurer and Assistant Treasurer in preparation and execution of upcoming Workshops/Meetings of the Division. Duties in this regard include: Plan and direct various meetings, workshops and conferences which involves assisting with site arrangements; handling publicity; processing pre-registrations; depositing fees; ordering relevant

supplies; collection and publishing of workshop/ meeting abstracts and conducting on-site registration Meeting with hotel personnel to coordinate plans for meals and breaks, meeting space and visual aids. Design various announcements and brochures; oversee printing and bulk mailings. Interacts with Workshop Chair and organizers to track progress of Workshop/ Meeting to assure timely development of publicity brochures. Interact with Treasurer and Assistant Treasurer in handling all monies. Act as liaison between Hotel/Division/ organizers, consult Treasurer, Assistant Treasurer and organizers on all important decisions. Prepare financial report on all Workshops/Meetings as soon as possible.

Financial: Coordinate the collection of fees for workshops, meetings, membership dues and make deposits to bank. Audit bills from workshops and meetings. Make authorized expenditures, write checks, obtain credit card authorizations, reconcile checkbook and provide reports to Treasurer.

In cooperation (or coordination) with the Secretary, plan and organize in the production of the Polymer Newsletter, which is distributed to the membership. Responsibilities may also, include performing research, soliciting, collecting and preparing the data for the newsletter. Solicit ads and place in Newsletter in cooperation with the Advertising Committee.

Division Officers: Interact with the Division Officers and Committee Chairs and assist with correspondence, announcements, contacts and mailings as needed, especially as the new Officers and Chairs assume office. Assist when needed on upcoming activities.

Intersociety Relations: Interact with appropriate members of other Societies as they relate to our Division in any joint efforts/activities, assist and refer as needed.

National Meetings: Attend all ACS National Meetings: Oversee operation of the Division Membership Booth, Be present at the Division Board and Committee meetings as needed. Membership booth staff collects money from new membership applications and sale of preprints. Money is deposited into one of the Division accounts. . Membership booth staff also maintains attendee counts for symposia and conveys information to ACS.

Interact with ACS in Washington and Columbus as needed.

Bylaws Committee

The Chair of the Bylaws Committee is appointed by the Division Chair. Committee members may be added by the Committee Chair as needed. The main purpose of the Bylaws Committee is to generate Bylaw changes as required by ACS and Division operations and also to advise the Executive Committee as to whether operations conform to Bylaws.

To do this the following steps should be taken:

- Keep informed of practices of officers and committee chairs, and inform them of Bylaws affecting their operations. Note departures from regular practice and nonconformity with Bylaws, and provide information to facilitate conformity.
- Determine if and when changes in operating conditions warrant review and changes by Bylaws and refer the subject to the Executive Committee.
- When the Executive Committee considers amendment or revision is needed, initiate appropriate changes in detail. The Committee may receive proposed changes from other members and may refer those changes to the chair of the Bylaws Committee.
- Discuss any proposed Bylaw changes with the persons most affected by them.
- When changes are agreed upon informally, present them to the Executive Committee. The provisions of Article VII shall be followed.

Circulation Manager

The Circulation Manager is appointed by the Division chair, and reports to the Treasurer.

General Duties:

- Maintaining records and performing all administrative duties (correspondence, storage, etc.) for library subscriptions to Polymer Preprints.
- Library subscription billing and payment collection: forward all payments, as they accumulate, for deposit by Treasurer.
- Fill all special and back-issue orders.
- Accept only orders on strict pre-payment basis - orders not accompanied by payment are not accepted. Payment must be in US funds on US banks. Accept standing and annual orders - calendar year only.
- Fulfill all justified claims.
- Answer inquiries regarding individual papers.
 - a. Fill all requests for reprints of articles Free of charge, one article limit, for members only.
 - b. All others, including multiple copies for members, at current charge per article: 1999-2000 charge \$15.00/article.
- Hold adequate stock of back and current issues for claims and single issue sales.
- Hold a complete archival set of the PREPRINTS for reprints.
- Suggest subscription rate changes when appropriate.
- Keep records of all expenses for re-imbusement.
- Present interim (spring,) and annual (fall,) reports of operations to the Executive Committee.

Promotion of circulation is not part of circulation office duties.

Scheduled Duties

- Oct. 1 Begin new fiscal year.
 - Pro-forma billing for all library subscribers

- Collect and record payments for next year/volume
- Request from Treasurer re-imbusement for past year's expenses.
- Jan. 15. Send address labels to printers for issue I mailing. (Publication of current volume issue I)
 - Fill all issue I special handling orders
 - Request from Div. Secretary completed copy-right forms, and mail payment and sample copy for registration
 - Prepare preliminary (spring) activity report for presentation to Executive Committee.
- June 1. Publish and distribute next volume/year price list, according to instructions from Treasurer.
 - Distribute current payment-due reminders for unpaid standing order and goodwill credit accounts.
- July 1. Send address labels for all paid-up library subscribers (except special handling orders,) to printers, for mailing. (Publication of current volume, issue II.)
 - Fill all issue II special handling orders
 - Request completed forms from Div. Secretary and mail copy-right issue and payment, for registration.
 - Prepare final (fall) activity report for presentation to the Executive Committee.
- Sept. 30 End Circulation Office fiscal year.

Councilors Committee

The Polymer Division Councilors Committee is composed of the Division Councilors and Alternate Councilors. The purpose of the Committee is to maximize the interchange of information and views between the Councilors, Alternate Councilors, and members of the Executive Committee of the Division on matters generally pertaining to activities of the ACS Council and its subsidiary bodies of interest to the Division.

The Committee is chaired by a Councilor appointed by the Division Chair. The term of the appointment is one calendar year.

The Duties of the Chair of the Committee include:

- Maintaining contact with the Councilors and Alternate Councilors to determine their plans to attend the National Meetings, in particular the ACS Council Meeting, and the Divisions' Board and Executive Committee meetings.
- Arranging, insofar as possible with the Secretary of the Division, for an Alternate Councilor to act in place of an absent Councilor at ACS Council Meetings. If no Alternate Councilor is available to act in place of an Absent Councilor it is the duty of the Committee Chair, working with the Division Chair and Division Secretary, to arrange for

a Substitute Councilor to act as Councilor in place of the absent Division Councilor for the purpose of attending and voting at the ACS Council Meeting.

- Reporting, at the direction of the Division Chair, on the collective activities of the Committee at the divisions' Board Meeting and Executive Committee Meeting.
- Convening the Councilors and Alternate Councilors to review the council agenda and activities under the purview of the council which affect the Division in order to take appropriate action to further the goals of the Division.
- Preparing, at the direction of the Division Chair or Secretary, a short report on the activities of the Committee for publication in the Divisions' Newsletter.
- Performing, at the direction of the Chair and/or Executive Committee, other duties as assigned.

Divisional Officers Caucus

The Divisional Officers Caucus is an informal forum for current and past Divisional Officers supported by the Divisions. A voluntary contribution of fifty dollars per Division is made by each participating Division, when needed, to cover the costs, principally secretarial and postage, of operating the Caucus.

The Caucus meets before each National ACS meeting, usually on the preceding Saturday afternoon. The Caucus is open to all interested ACS members but the principal attendees are representatives of the participating Divisions. Currently, about twenty of the thirty-one Divisions regularly are represented at the Caucus. Usually, members of ACS staff sit in who are associated with Divisional Activities, and members of the Divisional Activities Committee and Directors of the ACS attend as well as the Board chair and President.

The Divisional Officers Caucus has come to be known in the ACS as the principal place where immediate concerns and issues which impact Divisions can be voiced. It is also a forum where members of the ACS governance (Committee Chairpersons, Board members, candidates for National office) come to speak informally to the Divisions.

The Divisional Officers Caucus is not an official part of the ACS governance apparatus. The Agenda for the Caucus is guided by a small "Directorate" of volunteers, all past Divisional Officers, who attempt to develop a series of topics for exchange of views among the Divisional representatives which are highly relevant to current Divisional operations. Actions by the Caucus usually take the form of recommendations to the respective Executive Committees for consideration or action. Sometimes, as in the case of the Amendment to the ACS Constitution, "Allotment of Funds to Divisions," the Caucus has recommended collective action by the Divisions. The Divisional Councilors Caucus, which has met separately to discuss the Council Agenda of the next Council meeting, has been supported and sponsored by the Divisional Officers Caucus.

Education Committee

The Education Committee is a joint activity of the Division of Polymer Chemistry (POLY) and the Division of Polymeric Materials: Science and Engineering (PMSE). Its function is to promote education in all aspects of polymer science.

- a. The structure of the Education Committee will be:
 - Two Co-chairs, one each selected from POLY and PMSE.
 - Two Vice-chairs, nominated by the Co-chairs and approved by POLY and PMSE.
 - A treasurer, selected by the co-chairs with the approval of the Executive Committees of both POLY and PMSE and designated as an official of each division so as to be bonded under ACS policy.
 - A secretary(s), appointed by the Co-chairs.
 - Editor(s) of the Polymer Education Newsletter, appointed by the Co-chairs.
 - Special Consultants
 - Four Associate chairs appointed by the Co-chairs with responsibility for the following subcommittee activities:
 - Industrial/Government Professionals
 - Video Tapes
 - Short Courses
 - Industrial Teachers
 - Liaison to Division of Chemical Technicians
 - Survey of Education Needs of Industry Professionals
 - College/University Professionals
 - Core Courses
 - Visitation
 - Polymer Curriculum Development Award
 - Textbook Author Committee
 - College/University Students and Graduate Students
 - ACS Exam
 - Surveys
 - Summer Undergraduate Research Scholarships
 - Polymer History
 - Outstanding Student in Undergraduate Organic Chemistry Award
 - Outstanding Undergraduate Research Recognition Award
 - Sherwin-Williams Award
 - K-6/Junior/Senior High School Students and Teachers
 - New Initiatives
 - Award for Excellence in Polymer Education by a High School or Middle School Teacher
- b. Finances
 - Budget. The budget for the committee activities will be determined in a three year cycle to coincide with the Joint POLY/PMSE agreement for continuance of POLYED. The timing of the three-year budget should be such that the POLYED operations agreement and budget are agreed to at least one year in advance of expiration. This will ensure that there is sufficient time for disbursement of all

financial obligations to award recipients and that new award announcements for the coming year are released only with assurance of funding.

- Income. For the tenure of these awards, PMSE will contribute the Sherman Williams Award and POLY will contribute the Dow Undergraduate Scholarship to the committee's income/budget. The balance of the annual budget will be split equally by POLY and PMSE.
- New Education Income. New funded education awards, donations for a specific education event, etc. will be viewed as joint monies of the committee, not POLY and PMSE, and be added above and beyond the preapproved annual budget for each year as received. The committee may apply for funds from a source other than that specified in II.B. only after specific approval by both POLY and PMSE Division Chairpersons, to assure non-conflict with divisional programs.

c. Disbursements

- Expenditures within the duly authorized annual budget may be made with mutual approval of the committee's co- chairs and the treasurer.
- Expenditures that would cause an overrun of the annual budget up to 10% may be made with approval of both POLY and PMSE treasurers.
- Expenditures that would overrun the annual budget by more than 10% require authorization of both POLY and PMSE Executive Committees.
- The accounts of the committee will undergo an annual audit by the POLY and PMSE treasurers and/or an audit committee.

International Activities

The Foreign Affairs Committee (FAComm), through its Chairperson, reports to the chair of the Division. The Committee consists of Members or Affiliates of the Division or other persons that are deemed needed for the most effective functioning of the Committee. The FAComm, through its Chairperson, conducts the foreign affairs of the Division, advises and assists the chair of the Division on foreign affairs, involving polymer science. It develops full understanding of the interaction of polymer related organizations (Polymer Societies, Polymer Divisions of larger organizations, Polymer Divisions of foreign academies), in their national and regional functions, in order to advise the Division on actions in which the Division might be or might become involved. The FAComm assists the Program Committee and other Committees of the Division, on foreign etiquette and the scheduling of meeting jointly organized by the Division and foreign organizations, or meetings involving major foreign participation (and be kept informed of the activities). The FAComm assists, when required, the International Membership Committee of the Division. In some of the functions, particularly in their execution, the FAComm relies on the services of the Business Office of the Division. The FAComm interacts with the IUPAC Macromolecular Committee. The FAComm, through its chairperson, takes the initiative, when found desirable and the timing is appropriate, to seek interaction with individual foreign organizations or with an entire national representation involved in polymer science; it negotiates (with the concurrence of the Executive Committee) mechanisms of cooperation, such as bilateral or regional agreements. The consequence of bilateral agreements (such as information exchange on a permanent basis, regular information on election results, functioning

of the foreign organization) becomes then the responsibility of the Secretary of the Division. In general, the function of the FAComm is to encourage and facilitate the interaction of foreign organizations and individuals interested in polymer science and technology with the activities of the ACS Division of Polymer Chemistry.

Graduate Student Meeting

The Graduate Research Polymer Conference is a biennial meeting that is designed for graduate students and postdoctoral fellows. The availability of speaking positions for students at national professional meeting is rather limited. Thus a major purpose of the Graduate Research Polymer Conference is to provide an opportunity for students to present talks on their research. In addition to oral presentations by students, the meeting typically features a poster session. Originators of this meeting recognized that it is difficult and expensive to take large numbers of students to national scientific meetings. An objective for the organizers of the Graduate Research Polymer Conference should be to keep registration and housing costs to a minimum. On-campus sites can reduce housing costs. Organizers are encouraged to seek outside funding to help keep costs low. The conference site to typically chosen to provide reasonable geographical proximity to a number of universities with high densities of polymer students. Finally, organizers of this meeting are strongly encouraged to recruit industrial scientists so that students can network and learn more about potential career options.

Historical Committee

The chair of the Historical Committee is appointed by the Division chair for a term of one year. The duties of the Historical Committee chair are:

- Collection and preservation of records of historical significance to the Division of Polymer Chemistry. These records will include regular publications of the Division as well as pertinent articles from other sources concerning persons or events. [The Division may on a periodic basis deposit its archives with the Chemical Heritage Foundation (CHF) or other designated repository center.]
- Preparation and publication of papers dealing with the history of the Division, especially whenever the Division decides to celebrate a significant anniversary, such as the 40th in 1991 and the 50th in 2001.
- Coordination of any historical celebrations with other interested parties such as the CHF or the ACS Division of the History of Chemistry.

Industrial Advisors Committee

The Industrial Advisors positions are appointed by the Chair of POLY in order to better serve POLY's industrial members. By coordinating appropriate activities, this committee is charged with:

- Attracting industrial members to ACS National meetings;

- Attracting new industrial members;
- Attracting industrial speakers to ACS National meetings; and
- Ensuring appropriate industrial representation on POLY board and in technical POLY symposia chairs.
- These created positions advise the Board, particularly programming, about specific activities, which the Division could undertake to attract more industrial interest in the Division and the National Meetings.

Industrial Sponsors Coordinator

The Industrial Sponsors Coordinator is appointed by the Division Chair, preferably for a term of at least three years. The responsibilities of the Coordinator are:

- Make sure that the yearly contribution of each Industrial Sponsor is received.
- Organize membership drives to increase industrial participation.
- Organize and chair a meeting of the Industrial Sponsors with the executives and key members of the Division, preferably at the Fall National Meeting.
- Interact with Industrial Sponsors to increase their involvement and to modify the organizational procedures, as needed, to properly administer this program to the satisfaction of the Sponsors and the Division.
- Seek ways of increasing the value of this activity to industry, the Division and the polymer area in general.
- Aid in the development of new programs which further the goals of the Industrial Sponsors and of the Polymer Division.
- Aid other Committees, where needed, to carry out program supported by the Industrial Sponsors.
- Aid the chair, Executive Committee and Board in the fiscal and the longer range development of this program.
- Make periodic reports to the Executive Committee, Board and Industrial Sponsors as needed.

Intersociety Polymer Education Council

The Intersociety Polymer Education Council (IPEC) is an incorporated, non-profit council whose member are the polymer-related ACS Divisions (POLY, PMSE, Rubber), the Society of Plastics Engineers, and the American Plastics Council. Other polymer-related professional societies may join.

IPEC's mission is: to significantly increase student interest and participation in science and technology subjects by incorporating the teaching of polymers and polymeric materials into K through 12 curricula by utilizing the combined resources and infrastructures of the participating scientific societies.

Each member society appoints two Directors to IPEC's Board. The President, Vice President, Secretary, and Treasurer are elected to three year terms by IPEC Directors. Each of these

positions rotates between the member society Directors. Ad-hoc committees are formed as needed by the IPEC Board.

Each member society provides membership dues to IPEC, which are the sustaining funding source of IPEC. Additional monies are provided by foundations and grants. The IPEC Treasurer has final approval of disbursements.

All member societies receive semi-annual status reports and may ask for any financial or program information at any time.

All IPEC programs are "teachers teaching teachers" through lecture, demonstrations, and hands-on experience in science using polymers and plastics as easily understood examples of scientific principles. Relevancy of science to everyday products is key.

Intersociety Relations Chairs (U.S. and International)

The Intersociety Relations Chairs are appointed by the Division Chair with the approval of the Executive Committee. The Committee Chairs report to the Division Chair via the Chair-Elect of the Division.

The responsibilities for these Committees and their Chairs are as follows:

- To develop contacts, carry out initial negotiations and, when authorized by the Chair-Elect, full negotiations with polymer- oriented societies and groups outside of the American Chemical Society.
- To keep contact and develop working relations with the Macromolecular Division of IUPAC.
- To develop and maintain contact with national and international Committees dealing with polymer science.
- To appoint Committee members who are responsible for keeping close contact with individual societies and groups that are interested in polymer science.
- To make the initial contact or respond to inquiries by other groups interested in polymer science for the possible exchange of ideas, cooperative efforts, development of joint programs or scientific meetings, etc.
- After approval by the Chair-Elect of the Division, to carry out full negotiations with the authorized representatives of the individual societies or groups interested in polymer science as mentioned above.
- Give advice to the Membership Committee.
- The Chairs of these Committees do not automatically become chair or co-chair of any joint symposia or professional activity that may arise from the activities described above. The chair of the Division shall make such an appointment in consultation with the Executive Committee, the Chair-Elect, the Intersociety Relations Committee, and the Program Committee. Such appointee shall engage in the activity described above, but report to the appropriate Chair of the Intersociety Relations Committee.

Library Subscriptions

The chair of the Library Subscriptions Committee is appointed by the Division chair for a term of one year. The duties of the Library Subscriptions Committee are:

- Compile lists of technical libraries (US and foreign) which presently do not subscribe to Polymer Preprints. Such libraries comprise, but are not limited to, industrial and academic institutions.
- Compile list of clearing houses specializing in technical information.
- Send mailings describing the benefits of subscribing to Polymer Preprints to the above libraries and clearing houses. An order form is enclosed with each mailing.
- Response to inquiries regarding subscriptions to Polymer Preprints and send complimentary copies where appropriate.
- Contact libraries which have cancelled their subscription and determine the cause.

Long Term Planning

The purpose of the Past Chairs' Long-Term Planning Committee is to review trends in areas having current or future impact on POLY, to make recommendations to the POLY Board as to long-term directions and planning, and to assist in implementing these recommendations, as appropriate.

This committee is composed of Past Chairs of POLY. The current Chair of POLY appoints the Chair of this committee, who is usually the current Past-Chair of the Division.

The Chair of this committee holds at least one meeting of the committee per year, typically at the fall national meeting of the ACS, and prepares minutes of the meeting and distributes them to the POLY Board. He also advises members of the Executive Committee of the significance of the recommendations, as appropriate.

MACROMOLECULAR SECRETARIAT (MACR)

The Macromolecular Secretariat is a consortium, currently of five Divisions of the American Chemical Society: The Cellulose, Paper and Textile Division (CELL); the Colloid and Surface Chemistry Division (COLL); the Division Polymeric Materials: Science and Engineering (PMSE); Division of Rubber Chemistry (RUBB); and the Division of Polymer Chemistry (POLY).

There is a business meeting, usually a breakfast meeting, of the Secretariat held twice a year in conjunction with the National Meetings of the American Chemical Society. Each of the participating Divisions has two official representatives to represent the Division at the business meetings. The Division of Polymer Chemistry representatives are appointed by the POLY

chairperson. The officers of the MACR Secretariat are the General Secretary and the General Secretary-Elect.

The purpose of the MACR Secretariat is to sponsor a Symposium at one of the two National Meetings (usually the Fall meeting) of the American Chemical Society each year and symposia generally run from a minimum of two days (four sessions) to four days (eight sessions). Normally, symposia are planned three years in the future.

The Symposium topic is chosen to be one which is of key interest to each of the five sponsoring Divisions. Each topic must be approved by all five Divisions in MACR. Once a Symposium topic is chosen and approved, a program General Chairperson is identified to organize and run the Symposium. The program General Chairperson is a member of one of the five sponsoring Divisions. The program General Chairperson then identifies (usually in cooperation with the official representatives of the five sponsoring Divisions) Session Chairpersons (Chairperson of a one-half day session) from each of the sponsoring Divisions who will organize that part of the program representing the special interests and/or expertise of that particular Division. Divisions other than the sponsoring Divisions may also be asked to participate.

Publication of the proceedings of the Symposia are encouraged particularly through the ACS Books Department. Royalties received after expenses are deducted and returned to the sponsoring Divisions. The ACS program support awards based on attendance are also returned to the sponsoring Divisions.

The function of the official representatives of the participating Divisions are to:

- Elect the General Secretary-Elect of the MACR Secretariat.
- Help choose the Symposia topics to be used at the annual symposia making sure that the topics chosen are of key interest to the sponsoring Divisions.
- Report to the Chair and Executive Committees the topics selected and the program planned.
- Make sure that the Session Chairs for the sponsoring Divisions are identified.
- Act in liaison with the Division Program Chairs.

Macromolecular Secretariat symposia differ from jointly sponsored Division symposia in that in organization, each Division presents its aspect of the general topic in one session or sequence of sessions, and the topics selected tend to be very broad and interdisciplinary in scope.

Membership Chair and Membership Committee

The Membership chair (or co-chair) is appointed by the Division chair. There is no specific term except that ideally it should be for more than two years to assure efficiency and continuity in the operation.

Membership chair duties include:

- To establish a network of constituency Committee Members as the basis of the membership committee. Currently this includes two Committee Members each for

Academic, Industrial and Government groups, as well as four Co-Chair Committee Members to represent International membership.

- To select Committee Members representing International membership on the basis of their ability to impact membership in their respective locations. They may be from Academic, Industrial or Government groups.
- To appoint other members to the Membership Committee as specific needs are identified.
- To assist the Membership Booth chair, when requested, in the selection of volunteers to man the booth at ACS and related meetings.
- To arrange periodic meetings of the Membership Committee - at least once a year nominally once per quarter (teleconference) and normally at National ACS and/or Polymer Division meetings.
- To provide the Membership Committee Members with membership forms, zip code printouts of members in their areas and an alphabetical listing of members at least once a year.
- To report to the chair, Board and Executive Committee twice a year at National ACS meetings, the status of the membership and Membership Committee.
- To actively maintain a webpage for communication of Committee activities and to maintain e-mail communications from notes forwarded from the Website. Work with website manager to ensure good electronic communications with the membership.

Duties of the Co-chair Membership Committee Members:

- To develop and maintain a network of constituency representatives at locations of key polymer activity like universities, industrial locations and local polymer topical groups.
- To supply these contact people with membership forms and lists of members in their areas.
- To assign a Membership Committee member in charge of local section publications to obtain publications of membership information once a year in their area.
- To assist the chair and the Membership Booth chair in selection of volunteers for the Membership Booth when the meeting is being held in their region.
- To attend Membership Committee meetings and teleconferences when possible.
- To arrange periodic meetings of the International Committee Members - about once a year and normally at an IUPAC or ACS meeting.
- To inform the chair of the status of membership in their region at least once a year.
- To recommend procedure to improve the operation of the Membership Committee and procedure to upgrade our membership in quality and quantity.

Membership Committee To-Do Chart

- March Notice for Membership Meeting at ACS Spring Meeting. Adds to other newsletters (APS, SPE, SAMPE, PMSE, ANAL). Membership roster for Membership Booth (alphabetical list).
- April Report for ACS Meeting, to Board, to secretary for newsletter. Labels for newsletter to secretary. Membership Committee Meeting ACS. Membership Booth.
- May Minutes of Membership Meeting to Committee and Board.

- June Label exchange with Macromolecular Secretariat, ANAL, etc.- need releases from other groups. Revise mailing for Complimentary Membership - especially program. Similar label exchanges with other groups?
- July Mailing of one-year Complimentary Membership (Secretariat, ANAL, Industrial Group, Academic Group, Government Group).
- August Mailing of New Member Letter/Survey/etc. Membership count from ACS (6/31) for Fall Meeting and to secretary for newsletter. Notice to Membership Committee for meeting agenda. Labels from ACS for newsletter to secretary. Membership roster for Membership Booth (alphabetical list).
- September Membership Meeting. Membership Booth.
- October Minutes from Membership Meeting.
- November Tabulation of Survey Results. Mailing of new volunteers to committee chair.
- December Report on Survey to Board.

Membership Booth Committee

The Polymer Division Membership Booth is operated by the chair and committee members at each of the ACS National Meetings in which the Polymer Division participates.

The chair is appointed by the Division chair for a renewable, one year term. In carrying out his duties, the chair should:

- Select Division members to serve on the Membership Booth Committee.
- Schedule volunteers to staff the Booth and provide the service listed above.
- Act as primary contact with ACS National Headquarters regarding the delivery of Division Preprints and Banner to the Booth at the meeting location. Schedule clerical assistance to the Membership Booth through the ACS.
- Provide the Division Treasurer (cc. to chair) with a written summary following each meeting during which the Membership Booth was active, providing a copy to the MEMBER-AT-LARGE and the Division chair.
- Report on the status of the Membership Booth twice a year to the Polymer Division Executive Committee.
- Serve as ex-officio member of the Membership Committee.
- Provide Division literature, membership applications and as much other membership recruiting services as feasible at other important polymer meetings (U.S. and International).
- Additional functions of the Committee include the following:
 - Recruit new members and affiliates for the Division.
 - Assist current members and affiliates with their Preprint problems.
 - Sell Polymer Preprints.
 - Promote future programs/activities of the Division.
 - Encourage membership participation in Division affairs.

Nomenclature Committee

The Chair of the Nomenclature Committee is appointed by the Division Chair. The Nomenclature Committee contributes to the Divisional goal of advancement of knowledge of the preparation, chemical constitution, and chemical and physical properties of polymeric materials by explaining and standardizing the nomenclature and terminology of materials and processes in polymer science and technology. To accomplish this the Chair should:

- Recruit as Committee members those involved and interested in nomenclature activities.
- Maintain contact with other interested Division members, especially editors of polymer-science journals and authors of polymer-science textbooks.
- Promulgate worldwide through all available media, printed and electronic, information about polymer nomenclature and structural representations, such as:
 - The guidelines for the identification, orientation, and naming of constitutional repeating units (CRUs), also called structural repeating units (SRUs), that were agreed upon and established by the International Union of Pure and Applied Chemistry (IUPAC) and the Chemical Abstracts Service (CAS)
 - Notes and articles in Polymer Preprints
- Initiate, coordinate the preparation of, and review new proposals and recommendations on nomenclature and terminology needed for new developing fields.
- Represent the Division on the ACS Committee on Nomenclature, Terminology and Symbols, and coordinate mutually related activities.
- Represent the Division on the ACS Committee on Nomenclature, Terminology and Symbols, and coordinate mutually related activities.
- Represent the American Chemical Society on other nomenclature bodies concerned with polymer nomenclature, such as:
 - The Working Groups or Task Forces of the International Union of Pure and Applied Chemistry (IUPAC) that are concerned with projects related to macromolecular (polymer) nomenclature and terminology (prior to 2002 this function was performed by the IUPAC Commission on Macromolecular Nomenclature)
 - Terminology committees of the American Society for Testing Materials (ASTM) and coordinate mutually related activities.

E. S. Wilks: revised 8/1/2001

Nominations Committee

The chair of the Nominating Committee and at least two members are selected no later than November of each year by the Chair-Elect of the Division in concurrence with the Division Chair. Preferably the Immediate Past-Chair of the Division is selected as Chair of the Nominating Committee. One other member should come from the previous committee.

The Chair of the Nominating Committee should serve for one calendar year.

The duties of the Chair of the Nominating Committee include:

- Establish a committee to select candidates for elected positions as required by the Bylaws.

- Report at the Spring Meeting of the Executive Committee of the Polymer Division the proposed slate.
- Ensure that biographical material and statements are collected and edited, where desired, have been submitted to the Secretary by August 1 of the election year for publication in the Candidate Information bulletin.
- Consult with the Chair of the Nominating Committee of the previous year on the previous candidate considerations and obtain any available documents on names and qualifications.
- Study carefully the job requirements of each post to be filled and explain to the candidates.
- Make sure that each candidate will be able to attend at least one National ACS Meeting each year, under normal circumstance, during his or her term of office. Ascertain that the candidate will be in the U.S. during the major part of his or her term of office.

Planning Committee

The purposes of the Planning Committee are to review the current activities, and make recommendations for improving current activities, for new activities and for all long-range plans of the Division.

The chair of the Planning Committee is the Chair-Elect of the Division of Polymer Chemistry. Specifically, the chair of the Planning Committee:

- Organizes meetings of the full committee - at least twice a year.
- Appoints added committee members if desired. Other regular members of the Planning Committee are:
 - Vice-chair (also, Vice-chair of Committee)
 - Chair
 - Past-chair
 - Chair of Councilors Committee
 - Other Past chairs desirous of serving

Polymer Preprints Editor

The editor of "Polymer Preprints" is appointed by the Executive Committee of the Division. There is no specific appointment term. Ideally, appointment should be for three or more years to ensure efficiency and continuity of this important function. His primary duty is the annual compilation of two "Polymer Preprints" manuscripts and the overseeing of their publication and distribution. Since "Polymer Preprints" mirrors the Division's program at the national meetings, the editor becomes responsible for the delivery of the final program, abstracts, and author cards to the ACS Meetings and Exposition Department. He also serves as the overall chair for special topic sessions at the national meetings. Procedures found useful in performing the above tasks include the following:

- a. Chair of Special Topics

- Preparation
 - Six months prior to the deadline for papers, the following is assembled: 1) 1000-3000 sheets of special typing paper used for the preprint articles. This is to give us uniform camera copy. 2) 50-60 Cover letters (see sample). 3) 50-60 Instruction sheets (see sample). 4) 50-60 instructions for poster session authors (see sample) 5) 50-60 Reply cards (see sample). 6) 100 standard ACS Abstract forms (obtain from AC Washington, Meetings and Exposition Dept.). 7) Mailing envelopes. 8) Return address stamp. Make up 30-40 packets of special typing papers, abstract forms, instruction sheets and coverletters. Put them in the envelopes and stamp your return address on them. These packets are mailed as author inquiries are received.
 - Four months before the meeting have the Division's Treasurer send membership labels to the printer. Also, notify the Circulation Manager to send his mailing labels to the printer.
 - A contract should have been made with the printer.
 - Receiving Papers a. Forms Requests - As requests are received for forms, address the prepared packets and put them into the mail. b. Receiving Papers - As papers are received, date them (if too many are received, you might base your acceptance on first- come-first-serve basis) and check to see that instructions are followed, (i.e., are the abstracts properly written, are there the required number of copies, is the Preprint article less than 6 pages). If not, send it back. c. Reviewing Papers -Editor and/or colleagues, can read the papers as they come in and send out acceptance cards as approved. The bulk of the papers will appear within a week of the deadline, requiring the editor to spend a weekend reviewing papers. Send out acceptance or rejection cards.
 - Program for General Papers The Division's Program chair specifies those sessions allowed for General Papers. Logically group the papers into those sessions. You can then: a. Prepare the lists of papers giving the day, session and the times, titles and authors for each paper. b. Obtain session chairs. (Use members of the Division's Executive Committee or Board whenever possible.)
- b. Compilation Of The Program For The Polymer Chemistry Division
- Preliminary Program and Symposia The Program chair will supply a Preliminary Program (listing and identifying each session) and the material for the symposia. The latter includes the programs (lists of papers, authors, etc.), ACS abstract forms, and Preprint articles.
 - List Papers List the papers as defined by the Preliminary Program and the symposia and general paper programs. Number the papers in order.
 - Final Program Prepare the Final Program list as per ACS instructions (i.e., each session on a separate sheet of paper, etc.)
 - Shipment of Materials to Washington The following materials are sent to ACS Washington to finalize the Division's meeting plans:
 - Final Program List
 - Abstract forms (+ 2 copies) for each paper
 - Signed Author Certification Card (this is signed by a division officer and permits non-ACS members to give Symposia papers).

c. Preparation Of Polymer Preprints

- Materials Preparation a. Listing of papers - There are several logical ways to arrange the papers. One way is to list them by Symposia. Once the order is established, the Editor must: 1) Number the pages (type numbers on small, self-adhering labels and place them on the pages.) 2) Prepare a Table of Contents by using copies of the Final Program sent to Washington. Type the page numbers next to the titles and use a "cut and paste" technique to make the camera copy for printing. b. Author Index - this is prepared on the special typing paper using the 3" x 5" cards. c. Preface - The preface contains information of interest to the general membership. Future programs, etc. are obtained from the Program chair, Secretary, or any other source. These pages are usually numbered "a", "b", "c" etc.
- Printing
 - Timing - Since we wish to supply the membership with "Polymer Preprints" about one month prior to the meeting, the camera copy should be at the printers 2-3 months before the meeting. (The exact timing will depend on the printer and his business, etc.)
 - Two to three weeks prior to sending the manuscript to the printer, notify the ACS (Ester Allen) to send labels to the printer. Also notify the library sales chair to send labels to the printer. When notifying the ACS ask them to send a bound roster in alphabetical order to the Membership Booth chair.
 - Distribution - As described in (I A. 2.), mailing labels should be supplied to the printer well in advance. A sample distribution list is given as an attachment. Sample Cover Letter Division Of Polymer Chemistry, Inc. American Chemical Society To: Authors of Special Topics Papers, Division of Polymer Chemistry, 1982 Fall ACS Meeting in Kansas City, Missouri. I am enclosing the following items: a. Special Paper (4 sheets) b. ACS Abstract Form (2 copies) c. Instructions to Authors for Preparing Preprints d. Instructions for Poster Sessions PLEASE NOTE: 1. Deadline for Abstracts and Preprints: April 15, 1982. I would appreciate receiving the material well in advance of that date. 2. Abstracts (about 200 words): Five (5) copies, including the original, should be sent to me. Only the original must be on the ACS Abstract Form. 3. Polymer Preprints (600 word minimum with experimental results; absolute maximum four (4) columns.) Those in excess of four columns will not be accepted. Three (3) copies, including the original, should be submitted. Only the original must be on the special paper for photo reproduction. 4. Lecture vs. Poster Sessions. A limited number of Lecture Sessions will be available to Special Topics Papers. These will be assigned to those indicating a preference for this mode of presentation on a first come-first serve basis. Please send all manuscripts to the new Editor of Company, P.O. Box 2219, Columbus, Ohio 43216, Phone: 614-889-3525. Sincerely, Editor
SAMPLE INSTRUCTION SHEETS ACS DIVISION OF POLYMER CHEMISTRY INSTRUCTIONS TO AUTHORS FOR PREPARING PREPRINTS Synopsis:
 - Please observe carefully the following important requirements: 1. The entire original copy must be submitted on the special paper, which is obtained on

request from the Secretary of the Division or Symposium chair. 2. All tables and figures must be securely mounted on special paper within the margins; rubber cement is recommended for this purpose. 3. All typing must be single spaced. 4. The entire preprint, including tables and figures must not exceed four (4) columns in length. 5. All pages must be numbered in blue pencil. 6. General papers must be received by the Preprint Editor and symposia papers by the Symposium chair on or before the announced deadline date for the paper to be accepted. Detailed instructions for fulfilling these requirements are given below. Please adhere closely to these instructions. Our tight printing and mailing schedule provides only one week from the deadline date for the completion of all editing required to prepare Polymer Preprints for printing. Therefore, if the above instructions are not followed, your paper may be returned or rejected.

Objective. The Preprints booklet is to serve the following purposes: (1) to make available the author's data and conclusions before the date of the actual meeting and thus to promote enlightened discussion and questions at the meeting; (2) to permit the oral presentation to be shortened and to allow more time for discussion; (3) to provide the highlights to each paper before formal publication to the members of the Division who are unable to attend the national meeting.

Extent of Circulation. Polymer Preprints is mailed out four weeks in advance of the national meeting to the 4,400 Division members and to about 550 libraries and other organizations. In addition, several hundred copies are sold individually at the meeting. Part of the Permanent Literature. Until the paper you are presenting is published, the article as you submit it for Polymer Preprints will be read and used as the authentic version of the paper you gave at the national meeting. Because only about half of the papers read at the national meetings are subsequently published formally, Chemical Abstracts as a matter of policy abstracts those articles in Polymer Preprints which do not appear elsewhere within two years after the meeting. Keep in mind, therefore, that the articles are published in Polymer Preprints become part of the permanent chemical literature.

Care in Preparing Your Preprint Article. For the reasons given above you are urged to devote the same attention to preparing your paper for Polymer Preprints as you would to any other publication. What you submit will be reproduced photographically exactly as you send it in. However, it must be reduced so keep in mind that your graphs and tables will end up half of the original size. That is, keep the lettering and numbers large enough to be legible when later reduced to half size. Avoid the use of scotch tape. Any special characters or symbols should be done in ink rather than pencil. Do not exceed the line or page area allotted.

Length of Article. Papers published in Polymer Preprints must contain minimum of 600 words plus supporting experimental data upon which the conclusions are based. The paper should not exceed four (4) columns in length including figures. The maximum size of four columns has been established as formal operating policy to maintain reasonable publication costs, and papers exceeding this limit may be returned or rejected.

Typing Instructions. For the original sheet only, use the special paper to be supplied by the Division Secretary or your Symposium chair. The additional copies

required can be prepared from the original with any suitable copying machine. Fold (if necessary) the paper along the dotted line to insert in the typewriter. Keep inside of the light blue lines to maintain the margins necessary on each side for printing and binding; this space should be completely filled. Use black typing only. Keep typewriter keys clean. Type single spaced. Start at top margin. Opaque lacquer can be used for corrections. Where available, the small "elite" type is preferred to "Pica" type because of the additional words per page. These instructions should be shown to your secretary before she starts to type your article. Title, etc. Place title, author, affiliation and address in the top of the first column. Example: IONIC STRUCTURAL ASPECTS 1) of hydrophilic/hydrophobic OF phase-separated perfluorosul- PERFLUOROSULFONATE IONOMERS fonate ionomers as well as by environmentally induced K. A. Mauritz, K. J. Branchick, structural transitions in these C. L. Gray, and S. P. Lowery domains. Diamond Shamrock Corporation T. R. Evans Research Center In the parallel FTIR investi- P.O. Box 348 gation, a continuous absorp- Painesville, Ohio 44077 tion of the O-H stretching mode of water is seen as a Introduction superposition on the absorption spectra, extending from An effort has been made to about 3500 cm to lower wave- characterize the ionic-hydrate numbers for both NaOH and molecular architecture within KOH membranes. This the cluster regions (see Figure phenomenon was quantified by measuring the Numbering of Pages. All pages must be numbered to prevent sequence errors, but do not type the page number on front of the page. Instead, number pages lightly in blue pencil. Drawings and Photographs. Use black line drawings of glossy white photographs only. Colors will not reproduce (except purple black). Size should be large enough to be legible after reduction to half of original size. Lettering should be about the size of ordinary type, or at least 1/16-inch high. Plan your photographs and graphs to fill each column. Keep the contents inside of the blue margin lines. If you use graphs to conserve space, do not use a table to show the same data. Place references and figures after the text. Remember, the entire preprint, including figures, must not exceed 4 columns in length. Number of Copies. Submit only the original on the special paper, but include also two tissue or machine copies of your article. PROGRAM chairs ARE REQUESTED TO DISTRIBUTE COPIES OF THESE INSTRUCTIONS TO EACH POSTER SESSION AUTHOR INSTRUCTIONS FOR POSTER SESSION AUTHORS 1. Each poster paper "booth" will have a horizontal poster board measuring 4' x 8', a chair, and the number of the poster paper assigned to that booth. 2. All illustrations, charts, and textual material to be posted must be prepared in advance since materials for these purposes will not be available at the meeting. 3. Although your poster paper is scheduled for only one of the three hours of the poster session, it should be mounted prior to the opening of the session, and left in place until the close. You are required to be present only for the hour assigned to your presentation, but are encouraged to be present for the entire three hours. 4. You must have a heading (with lettering at least 1-1/2" high) giving the title of the paper, the author(s), and their affiliation(s). 5. Illustrative material will

have to be read by attendees from distances of 3 feet or more so lettering on illustrations should be at least 3/8" high or typed with a BULLETIN typewriter. 6. There should be a logical sequence (introduction, development and conclusion) to your display. Each sheet should be numbered. 7. Although it is not necessary to be "arty," the effectiveness of your presentation will be enhanced by mounting the sheets on colored construction paper and by using other techniques to improve upon the graphic impact. Please note, however, that simplicity, ease of reading and following are far more important than artistic embellishments. Certain color combinations, for instance, may look beautiful, but be almost impossible to read - especially in the absence of optimum lighting. 8. Illustrations should NOT be mounted on heavy stock since they may prove difficult to mount on the poster boards. 9. Each author is responsible for mounting his material at least one-half hour prior to the opening of his respective poster session, and for removing it within one-half hour after the close of the session. The ACS cannot assume any responsibility for materials beyond those time limits. 10. Authors may wish to provide sign-up sheets in order to record names and addresses of attendees who might wish more information, reprints, etc. 11. Authors may wish to bring duplicated copies of their data and conclusions. No duplicating facilities will be available through the ACS. 12. ACS will provide a reasonable supply of push-pins, masking tape, felt-tipped pens, and arrange for blackboards to be available in the room if requested. Attendants will be on hand to assist with any problems. NOTE: Recent experience has shown that there may not be enough thumbtacks to go around. It would probably be wise to bring a small box of your own, just in case. SAMPLE REPLY CARD Your preprint has been received in good order and your paper is accepted for presentation as a Polymer Division General paper at the Chicago ACS meeting. Please consult CEN for the final schedule. Editor, Polymer Preprints SAMPLE DISTRIBUTION LETTER DIVISION OF POLYMER CHEMISTRY, INC. AMERICAN CHEMICAL SOCIETY July 9, 1976 Mr. Bill Richardson Port City Press, Inc. 1323 Greenwood Road Baltimore, Maryland 21208 Dear Mr. Richardson: As we've been discussing, the distribution for the San Francisco Fall Preprint is as follows: U.S. & International (Mailing List) 4093 Library Sale 423 Dr. Robert Saxon 300 Am. Chem. Soc. 250 Dr. Richard M. Ikeda 20 TOTAL: 5086 In addition, I would like to send two or three complimentary copies to the Division officers as listed on this letterhead. Best regards, Sincerely, Editor, Polymer Preprints

Program Committee

The Program Committee is responsible for all scientific programming of the Division at ACS National Meetings. The Program Committee Co-chairs are appointed by the Division Chair. Their term of office is normally for at least three years but can vary as desired by the Division Chair.

The Program Committee Co-chairs invite members of the Division to suggest topics for symposia at national meetings. Those who suggest symposia are invited to present their ideas at the committee meetings. After consultation with knowledgeable members of the division the Program Committee Co-chairs decide which symposia to schedule.

Specific duties of the Program Committee Co-chairs are:

- Invite members to contribute to the Program Committee.
- Organize the Program Committee to select symposia, establish length of symposia and conduct other necessary program functions. Establish abstract and symposia program deadlines.
- Interact with the Editor of Polymer Preprints to establish preprint deadlines.
- Generate Future and Preliminary Program information for the Washington office of the ACS, the Division web site, Polymer Preprints, and the Division Newsletter.
- Communicate with symposium organizers on a frequent basis to advise them on divisional and external financial support, and on review of abstracts and Polymer Preprints at the ACS web site.
- Develop the Final Program at the ACS web site for ACS and for Polymer Preprints.
- Inform symposium organizers of what to send when to the Division Treasurer for invited speakers to receive guest registrations at the National Meetings.
- Make Program Committee meeting room requests for National ACS Meetings known to the Secretary of the Division.
- Recommend to the Treasurer the level of Division support for each symposium.
- See that the Division programs at the ACS National Meetings are conducted according to ACS and Division rules.
- Interact with officers and program committees of other ACS divisions to establish conditions and operational procedures for cosponsored and colisted symposia.
- Keep the Vice-chair of the Division well informed on all Program Committee activities.
- Participate in the annual Program Planning Coordination Conferences of the ACS.

Publications Manager

The Publications Manager is appointed by the Division chair and reports to the Treasurer. The Publications Manager coordinates all publication efforts of the Division, except for those related to "Polymer Preprints." Specific objectives are:

- Encourage the publication of Division Symposia and special programs
- Maximize income to the Division from the publication of Division programs
- Identify new publication efforts which provide a service to members and to the Polymer field. Ideally, publication efforts should be self-supporting and even provide additional income to the Division.

Specific duties include:

- Coordinate the publication efforts of the Division

- Establish, coordinate and keep a file of contracts with publishers (copy to Treasurer). Division Publication Contracts should be developed in consultation with the chair and/or Executive Committee and require Executive Committee approval
- Establish continuing liaison with Division publishers as required
- Coordinate contracts with book publishers and authorize the disbursement of royalty payments. All contracts are approved and signed by the Treasurer (or designee, i.e. Chair)
- Submit Committee Reports on the publications activity as required by the Treasurer, chair, or Executive Committee
- Keep informed on the publication contracts and arrangements of "Polymer Preprints" and give assistance in this effort where needed by the Polymer Preprints

Public Relations Committee

The Chair of the Public Relations Committee of the Division of Polymer Chemistry of the American Chemical Society is appointed annually by the chair of the Division.

The duties of the Publicity and Public Relations Chair are:

- To arrange intradivisional, interdivisional, intersociety, and general publicity for meetings and symposia sponsored by the Division.
- To maintain close contact with Program Committee, Education Committee, Intersociety Relations Committee, Membership Committee, and Grants Committee to aid these committees on attaining their goals.
- To promote interdivisional and intersociety information exchange.
- To arrange information releases regarding the polymer field as needs perceived by the Division Board and Executive Committee arise.
- To assist in pursuing and maintaining interdivisional, interdivisional society, and international contacts.
- To plan and carry out activities which promote the public understanding of the role of polymers in Society.

Topical Workshop Committee

The Topical Workshop Committee (TWC) chair is appointed by the Division Chair, normally for at least three years. The TWC chair may be reappointed as desired by the Division Chair. The TWC chair reports to the Division Vice-Chair, for Division management functions.

The general duties of the chair of the TWC are:

- To appoint members to the TWC
- To see that the TWC fulfills its assigned function, i.e., to arrange and be responsible for all divisional topical workshops.

Operating under the above outline, the specific duties of the chair of the TWC are as follows:

- Appoint six or more members to the TWC.
- Appoint a secretary of the TWC and define duties of said secretary.
- Organize the TWC to select topics, establish length, select a chairperson(s), establish location, and conduct other necessary functions for running topical workshops.
- Work with the Division Arrangements chair to select potential locations for workshops.
- Interact with the Division Treasurer and Vice-chair to establish annual budgets for topical workshops. File an annual TWC budget request with the Division Executive Committee.
- See that all topical workshop chairpersons are well informed on the function, mechanism, obligations, timing, etc., for doing appointed task. Obtain written agreement from each topical workshop chairperson, prior to confirmation of appointment, that said appointee(s) will abide by Division's requirements for:
 - Focus of workshop
 - Length of workshop
 - Timing of workshop
 - Budget set for workshop
 - Communication (reporting) needs associated with workshop
- Interact with the Editor of Polymer Preprints, Editors of the Polymer Education Newsletter, Division Secretary, Publicity Committee and Membership Booth Committee, etc., to promote workshops.
- Interact with the Division Secretary to arrange for a TWC meeting room at ACS meetings.
- Keep the Division Vice-chair well informed on all TWC activities.
- Supply written reports on the Topical Workshop status to the secretary and other divisional officers and committee chairpersons, as needed and requested.

Topical workshops on selected narrow areas of polymer chemistry provides a mechanism to define where we are, where we are going, and where we should be going in given areas. The workshop provides a discussion format for those already in the field as well as those considering entering the field. All workshops are designed to be useful to both those in industry and academia, for defining and planning research direction and approaches. State of the art overviews by experts from industry and academia and active participation by conference attendees, in a limited attendance format, with emphasis on both the theoretical and practical, the science and the technology, the logical and the actual "art", will make for useful workshops for all who attend.